

2008

November

2008

CIVIL SERVICE BENEFIT CUT-OFFS

<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
					31 Cutoff to key PARs to reflect correct rates for non CoBen employees for current month deduction	1
2	3	4	5	6	7 Cutoff to key PARs to reflect new Basic Life, Vision changes into & out of R06 and Dental changes between basic & enhanced for a current month deduction	8
9	10 Cutoff for Dental, Vision, and FlexElect forms to be received by SCO for a current month deduction and to retain a standard effective date of 12/1/08 for FlexElect Cutoff for Bond forms to be received by SCO for a current month deduction 3:00pm cutoff to key HBD-12s to ACES for a current month deduction and any retroactive adjustments	11 HOLIDAY	12 3:00pm cutoff to key HBD-12s to ACES for a current month deduction (retroactive adjustments will process next month) Cutoff to key PARs to reflect correct R18 CoBen Deductions for current month	13 Cutoff to key PARs to reflect new Vision and R05 CHPDIP updates for a current month deduction	14	15
16	17 Cutoff for Miscellaneous Deduction forms (Parking, Long Term Disab., etc.) to be received by SCO for a current month deduction Cutoff to key PARs to reflect correct CoBen deductions (all except R18) for current month	18 MASTER PAYROLL CUTOFF	19	20	21	22
23	24	25	26	27 HOLIDAY	28 HOLIDAY	29
30	1					